



Whitman Conservation District

805 Vista Point Drive, Suite 2

Colfax, WA 99111

(509) 397-4636 FAX: (509) 397-4953



Job Opportunity

District Technician

The Mission of the Whitman Conservation District is to promote the wise, ethical, and sustainable use of Natural Resources, by leadership in the education and assistance of all the people of the District. The Whitman Conservation District will promote the implementation of the best available conservation measures and provide a forum for local input on Natural Resource issues.

Background

Whitman Conservation District is a political subdivision of State government; it is not a state agency. Primary funding is awarded grants and established programs within the District. The District is co-located with Natural Resources Conservation Service (NRCS) and partners with them, other districts and other agencies to accomplish common goals.

General Job Description

Primary purpose of this position is to deliver conservation services in the form of both technical work and public outreach to District cooperators and youth.

Primary Job Functions

- Understand and promote the organization, role, mission and goals of the District and its programs.
- Understand and support relationships and partnerships with other agencies.
- Coordinate schedule with District Coordinator to most efficiently meet District workload and goals for best time management and cost effectiveness.
- Assist with grant execution through accurate tracking of tasks, expenses and hours.
- Assist in the development and execution of Technical Service Provider (TSP) agreements, including but not limited to drafting agreements, field inspections, and accomplishment reporting.
- Assist in promotion of the District Cost-Share Program. Coordinate efforts with the District Coordinator by means of assisting the cooperator with the application process and field technical assistance, and completing site visits for practice completion. When appropriate, coordinate schedules between cooperator and area engineer.
- Provide technical assistance to cooperators regarding conservation practices and Best Management Practice (BMP) implementation consistent with the Natural Resource Conservation Service (NRCS) Technical Guide and in cooperation with the area engineer and NRCS representatives.
- Seek and attend training opportunities to improve knowledge and technical skills pertaining to work performance at the District. Some overnight travel is possible.
- Assist with the District youth programs to include the 5th grade conservation plantings, and the 6th grade water quality program; assist with the county-wide high school Land Judging Contest and Envirothon Contest.
- Responsible for proper use and maintenance of District office and field equipment.
- All duties as assigned.

Note: This list is an example of various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Secondary Job Functions

- Assist in grant writing.
- Complete written reports and provide verbal reports to the Board of Supervisors.
- Coordinate, organize and lead meetings, shop talks, workshops, and other District sponsored events. Some overnight travel is possible.
- Assist with the district's annual plant sale. Includes updating sales brochure, ordering plants, receiving orders and payments, maintaining a tracking spreadsheet, packaging/distributing orders, etc.

- Assist with the coordination and organization of the county-wide conservation booth for the Palouse Empire Fair.
- Assist the District Coordinator in development of educational and informational materials for the public in the form of articles for the District newsletters, local newspapers, and brochures that identify, manage and protect natural resources.
- Occasional attendance at night Board meetings (as requested by Board).
- Participate on committees, locally, regionally and statewide as assigned by the Board of Supervisors.

Primary Knowledge, Skills and Abilities

- Excellent communication skills, both verbal and written, for use in public relations, negotiation, coordination and diplomacy. Knowledge of general agricultural terminology required.
- Needs to be self-motivated and have a strong work ethic as supported by current references.
- Ability to maintain a professional work ethic while completing all duties assigned in a timely, courteous and professional manner.
- Working knowledge of computers systems: Microsoft Word, Excel, Access, PowerPoint and Publisher; Internet and E-Mail.
- Flexible and adaptable in activities and responsibilities.
- Willingness to take direction and the ability to support colleagues.
- Ability to work closely with others in the public office environment.
- Ability to work with limited oversight.
- Ability to multi-task and be organized.
- Own a valid drivers license and have the ability to properly and safely operate a motor vehicle.
- Requires the physical ability to lift and carry tools and other materials weighing up to 50lbs.
- Requires the physical ability to walk long distances in uneven terrain with possible exposure to inclement weather.

Desired Knowledge, Skills and Abilities

- Ability to be in front of the general public and/or technical audiences to lead programs and/or activities.
- Working knowledge of web page development.
- Knowledge of current natural resource issues facing landowner, operators, and the general public, including but not limited to cropping systems, ranching, water quality and non-point pollution.
- Skill in operating a copy machine and fax machine.

Hours

This position is being hired as a Monday-Friday, 5 hrs/day, 25 hrs/wk position with the potential of up to 40 hrs/wk depending on workload. Applicant must have the capability to be flexible with hours for peak times and for slow times.

This position has the potential to become full-time depending on the District's sustainable annual budget and grant awards.

Supervision

The District Coordinator provides direct oversight and supervision of the District Technician. General oversight is provided by the Board of Supervisors.

Salary Range

Part-time Position – 25 hours /week (potential of up to 40 hrs/wk)

No Medical/Dental/Vision Benefits

Vacation and Sick Leave Paid Proportionately

\$10.00 - \$12.00/hr Depending on Qualifications

Application Process

Contact Whitman Conservation District for an application package. Resumes accepted with a completed application. 805 S Vista Point Dr #2, Colfax WA 99111. 509.397.4636, ext. 120. Closing date is September 9, 2008 at 5:00pm. Postmarks, emails and facsimiles not accepted.